QUARTERLY AGENCY STATE VEHICLE ACCIDENT SUMMARY REPORT

Quarter: ___ 1 July – 30 September / ___ 1 October – 31 December / ___ 1 January – 31 March / ___ 1 April – 30 June   Page ___ of ____

Agency: **SC Budget and Control Board**   Division/Office: _____

Agency No.: F03   Agency No. (if known): _____   Date: _____ / _____ / _____

Number of vehicles in Agency Fleet: _____ Owned + _____ Leased = _____ Total

Number of miles driven in state vehicles during Quarter: _____

1. Accident No.	2. County No.	3. Route No.	4. Date	5. Day	6. Time	7. Persons injured or killed

8. Vehicle Year	9. Tag Number	10. Damage Severity	11. DL Number	12. Date of Birth	13. At Fault	14. MVI

QUARTERLY AGENCY STATE VEHICLE ACCIDENT SUMMARY REPORT

INSTRUCTIONS FOR COMPLETING THE REPORT

Reference: Fleet Safety Program, Appendix D – Information Sheet

Use the following instructions for completing the appropriate column of the Quarterly Agency State Vehicle Accident Summary Report.

Column 1 - Accident numbers are assigned by the Agency (Board Safety for all Board vehicles)

Column 2 – Enter the code number for the county where the vehicle accident occurred

01 – Abbeville	13 – Chesterfield	25 – Hampton	37 – Oconoee
02 – Aiken	14 – Clarendon	26 – Horry	38 – Orangeburg
03 – Allendale	15 – Colleton	27 – Jasper	39 – Pickens
04 – Anderson	16 – Darlington	28 – Kershaw	40 – Richland
05 – Bamberg	17 – Dillon	29 – Lancaster	41 – Saulda
06 – Barnwell	18 – Dorchester	30 – Laurens	42 – Spartanburg
07 – Beaufort	19 – Edgefield	31 – Lee	43 – Sumter
08 – Berkley	20 – Fairfield	32 – Lexington	44 – Union
09 – Calhoun	21 – Florence	33 – McCormick	45 – Williamsburg
10 – Charleston	22 – Georgetown	34 – Marion	46 – York
11 – Cherokee	23 – Greenville	35 – Marlboro	
12 – Chester	24 – Greenwood	36 – Newberry	

Column 3 – Enter the highway number or street name and city where the vehicle accident occurred. Example: US1 Columbia SC

Column 4 – Enter the calendar date (day / month / year) of when the vehicle accident occurred. Example: 15 Jan 2010

Column 5 – Enter the code number for the day of the week when the vehicle accident occurred

1 – Sunday	3 – Tuesday	5 – Thursday	7 – Saturday
2 – Monday	4 – Wednesday	6 – Friday	

Column 6 – Enter the time of the vehicle accident using the 24-Hour clock

Time	Code	Time	Code	Time	Code
01:00 AM	0100	09:00 AM	0900	05:00 PM	1700
02:00 AM	0200	10:00 AM	1000	06:00 PM	1800
03:00 AM	0300	11:00 AM	1100	07:00 PM	1900
04:00 AM	0400	12:00 PM	1200	08:00 PM	2000
05:00 AM	0500	01:00 PM	1300	09:00 PM	2100
06:00 AM	0600	02:00 PM	1400	10:00 PM	2200
07:00 AM	0700	03:00 PM	1500	11:00 PM	2300
08:00 AM	0800	04:00 PM	1600	12:00 AM	2400

Examples: 9:50 a.m. = 0950   9:35 p.m. = 2135   12:15 a.m. = 0015

Column 7 – Enter "Injured" and/or "Killed" and the number for each. Example: Injured – 1 / Killed - 0

Column 8 – Enter the Make, Model and Year of manufacture of vehicle. Example: Ford F-150 (2001)

Column 9 – Enter the SC license tag number of the state vehicle. Example: SG1234

Column 10 - **DAMAGE SEVERITY**

1 – Slight   Less than $400 damage
2 – Moderate $401 - $1,000 damage
3 – Severe   More than $1,000 damage
4 – Not Available

Column 11 - Enter the South Carolina driver's license number of the vehicle operator. Example: SCDL 001234567

Column 12 – Enter the calendar date of birth (day / month / year) of the vehicle operator. Example: 15 Jan 85

Column 13 – Enter "State" driver or "Other" driver, as determined at fault by the investigating police or the Agency Accident Review Board

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          Copy – Board Safety, 1201 Main Street, Suite 420, Columbia, SC 29201; ATTN: Bernie Lee   Form: Dec 09

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Column 14 – Enter the code number for the Moving Violation Indicated (MVI) from the SC Uniform Traffic Collision Report

00 – No Improper Driving	4B – Following too closely	62 – Pass stopped school bus	89 – Vehicle license violation
01 – Violation Unknown	4C – Defective brakes	63 –Hit & run property damage	90 - Vehicle license improper
11 – Improper Backing	41 – Speeding (more than 10 mph)	79 – Violation inspection law	91 – Illegal whiskey
21 – Speeding (10 mph & under)	42 – Disregard sign / signal	80 – Fail to stop for police	92 – Faulty equipment
22 – Shifting lanes improperly	43 – Disobedient to officer	82 – Other moving violation	93 – Walking violation
23 – Parking improperly	44 – No right of way	83 – Exc. Wt. Ht. Lt. Wh.	94 – Other violation
25 – Failure to dim lights	45 – Wrong side of road	84 – Pedestrian drunk	95 – Fuel tax marker
26 – Lights improper	46 – Passing unlawfully	85 – Concealed weapon	96 – Driving under suspension
28 – Vehicle unsafe condition	47 – Turning unlawfully	86 – Disorderly conduct	97 – Minimum speed law
29 – Driving in wrong lane	48 – Driving in safety zone	87 – Driver license violation	98 – Racing on highway
4A – No / improper signal	61 – Reckless driving	88 – Trash, etc. on highway	99 – Driving Under Influence

SC Budget and Control Board Fleet Safety Coordinators: as of 8 Dec 09

Division / Office	Fleet Safety Coordinator	Telephone Number	E-Mail
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